

Problem Statement

The Project: Hot Desk Booking and Administration

We are looking for solutions that will digitise the process of booking and managing our office hot desks. The solution should allow employees to easily view and reserve desks, while providing administrative features such as login, roles, and permissions to support HR / Managers.

Goal: To make a MVP hot desk booking system for HR to use

Scope: Implementing a user portal and admin portal for hot desk booking app

Additional features: Login, roles and permissions

Reference:

- [📖 Long Term Workstation Desks Allocations / Reservations](#) (existing desk reservation)
- [📖 Meeting Spaces in the Office](#)

MVP Detailed Scope

Backend API	<ul style="list-style-type: none">• User management (simple email/password auth, basic JWT)• Seat CRUD with flexible metadata (type: regular/standing, tags as key-value)• Booking API: create, view, cancel bookings (half-day slots:AM/PM)• Bulk booking support (multiple seats and/or multiple days in one request)
Admin Portal	<ul style="list-style-type: none">• Login as admin• Manage seats: add, edit, delete seats with metadata• Block/unblock seats (mark unavailable for booking)• Upload floor plan image (display only, non-interactive)• View all bookings (filterable by date)
Public Portal	<ul style="list-style-type: none">• Login as employee• View floor plan image (static reference)

	<ul style="list-style-type: none"> • View seat availability for selected date (list/grid showingAM/PM availability) • Book seats: select date(s), slot(s), seat(s) - bulk booking flow • View "who booked what" for a given day • View own upcoming bookings with cancel option
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Stretch Goals

These are additional goals that we came up with but if you have even more creative/fun ideas feel free to add it to your projects.

S/N	Stretch Goal	Complexity
1	Interactive floor plan - click on seats to book	Medium
2	Admin floor plan editor - upload blueprint & mark seat positions	High
3	Recurring booking (e.g., every Monday AM for 4 weeks)	Low-medium
4	MS Calendar integration (sync bookings to Outlook)	Medium
5	Basic analytics dashboard (occupancy trends)	Low-Medium